



Washington State Department of Early Learning

ELMS Known Issues

April 28, 2015

These will be corrected in the future.

Changing a child from foster Care, child-only TANF, or homeless Status (expected fix 5/29/15)

In Child/Family Updates, there are problems related to updating child's record from foster care, child-only TANF recipient, or homeless to something else. Email elms@del.wa.gov if you have this problem.

Child and Family Updates tabs require multiple clicks to open

Click on the words instead of the empty space, and it will work.

Child Transfer is not working correctly (expected fix 5/29/15)

- You can transfer a child in ELMS with no problem if you wait until the date they are starting the new class.
- If you need to exit the child before they start their new class, use Exit instead of Transfer, then enroll them in the new class.
- Bulk transfer is not currently working.

Cannot customize priority points (expected fix 5/29/15)

- We have locked access to customize priority points, because it is breaking the waiting lists.
- This will be available again by June 1, 2015. At that point you can set priority points for 2015-16 applications and all applications already in ELMS will recalculate automatically.

Developmental Screening report doesn't work when run "cumulatively" (expected fix 5/29/15)

- This report works correctly when run "As Of" today's date
- It misses overdue screenings when run as "cumulative."

Health Status by Child does not update conditional immunization status (expected fix 5/29/15)

When you enter that a child has an immunization status of "conditional," then later change the status, the Health Status by Child report is not currently updating.

Joint Custody issue on Prescreens and Applications (expected fix 5/29/15)

Prescreens and Applications are not saving the household situation in the rare situation when a child has two households, neither household is primary, and neither parent receives child support from the other.

Reports

ELMS report checkboxes do not work when using Internet Explorer 8. We recommend that you switch to a later version of Internet Explorer or a different browser.

Teachers assigned to classes - glitches

It is sometimes tricky to change the teachers assigned to a class in ELMS. First, please carefully read the instructions in ELMS. If you have problems, please contact elms@del.wa.gov. A few guidelines:

- Each staff person who is present for all class hours must have their own "position." Two teachers can be in one position if they tag-team – one is there in the morning and one in the afternoon, for example.

- Make sure each “position” has a check mark for “filled for all ECEAP hours” if true. This is necessary to correctly count the adult:child ratio.
- If a teacher leaves a class that has started, you must first add the new teacher before removing the teacher who left. This is because ELMS needs to maintain the adult:child ratio.
- Each staff person can only have one role in each class. You can’t be a lead teacher and assistant teacher at the same time.

Teachers sometimes lose access to the current school year in ELMS

If this happens, email elms@del.wa.gov to have access restored.

RESOURCE LINKS:

- [ELMS Data Entry - Minimum Requirements](#)
- [Starting the new school year in ELMS](#)
- **Administrator**
 - [ELMS Administrators Manual](#)
- **Enrollment Training and Resources**
 - [Paper Child Applications](#). Look under "Enrollment"
 - [ELMS Eligibility And Enrollment Manual](#)
 - [ELMS Waiting List And Enrollment](#)
- **Monthly Report**
 - [Completing Your ECEAP Monthly Report in ELMS](#)

For Assistance with ELMS, email elms@del.wa.gov.

- This is the only way to get in the queue for assistance.
- Send a description of your problem, what screen it happened on, and the steps you took just before it happened.
- In some cases, it may be helpful to send a screen shot.

To create a screen shot:

- For PCs, In Microsoft Office 2010:
 - Open the email or document you want to paste the screenshot to, and put your cursor where you want the screenshot.
 - In that document, on the Insert tab, click Screenshot, then Screen Clipping.
 - Go to the item you want to copy and select it.
 - It will copy automatically to the location you chose in the first step.
- For PCs, for Microsoft Office 2007 and earlier:
 - Make sure your screen has the page open which you want to copy.
 - On your keyboard is a PrtScn key, usually located on the top right side of the keyboard.
 - To copy the entire screen Press the PrtScn key.
 - To copy only an active window, press the ALT key and the PrtScn key.
 - This captures your screen to your clip board.
 - Open a new message in your email and use the Paste function to paste the image.
- For Macs: Follow the instructions at the following link: www.printscreenmac.com/